

JRE ARRIVAL AND DISMISSAL PROCEDURES

School Hours

7:30 a.m. - 2:55 p.m.

The school doors will open at 7:00 a.m. and students will go either to the gym or cafeteria. Students in grades PreK-1st will go to the cafeteria in the morning and grades 2-5 will go to the gym. Everyone will enter the building through the cafeteria doors. There will be an opportunity for students to get breakfast before going to class if they choose. For your child's safety, no students are allowed to be at school before 7:00 a.m. unsupervised.

Our school start time is 7:30 a.m. Students should be in their seats and ready to learn at the 7:30 am tardy bell. After 7:30 a.m., all students must enter through the front office with a parent to be checked in and will be marked as tardy.

Carline Map: Please follow the map below. We have worked with the Northlake Police, Argyle Fire Department, Belmont Water District, the AISD Administration, and the AISD Safety and Security team to find the best procedure for the community. Please be kind to neighbors and do not block driveways.

Morning Arrival Procedures

Car Riders:

Car riders may be dropped off using the front driveway in the mornings beginning at 7:00 a.m. until 7:30 a.m.

There is NO car drop-off in the back.

All cars will enter the school off of Cleveland Gibbs by the school marquee. A school officer will help with the traffic flow. No cars will be allowed to enter the carline from 19th Street. Ensure you review the map below to understand the flow of traffic. School personnel will be at the front of the school to assist students. Please do not leave children unattended at the cafeteria door until school personnel have arrived and the cafeteria door is opened by school personnel.

Vehicles should stay in a single line, against the right side curb, upon entry into the lot until they turn south at the front of the school. At that time, we will double-stack the cars. Cars should not pass stopped cars. Please be sure to pull all the way up to the cone. Students should be ready to exit the car when they hear the whistle. Once in the building, students in grades PK-1 will continue to go to the cafeteria in the morning. Grades 2-5 will go to the gym. Once cars are emptied, school personnel will release one carline at a time in a single file line. You will exit onto 17th Street. If you arrive after 7:30 am, please park and walk your student(s) into school to receive a tardy slip. (Please see the map for more detailed directions)

Bus Riders/Daycare Bus/PTA VIP Carline/Staff Daycare:

Bus Riders, Daycare Bus, PTA VIP Carline, and Staff Daycare will be dropped off at the back of the school. Please ensure the appropriate tag is hanging from your rearview mirror and visible to gain entry into the back of the building. They will enter through the back doors beginning at 7:00 am and head to either the cafeteria if

they are in grades PK-1 or the gym if they are 2nd-5th grade. School personnel will be at the door to help assist. (Please see the map for more detailed directions)

Walkers:

Walkers may enter through the cafeteria door starting at 7:00 am. Walkers will use the crosswalk at either 19th and Cleveland Gibbs, 17th and Cleveland Gibbs, or School Driveway and 17th. School personnel will be staffed at all three crosswalks for pedestrian-safe crossing. (Please see the map for more detailed directions)

Bike Riders:

Bike riders may enter through the cafeteria door starting at 7:00 am after parking their bikes at the bike rack. Bikes must be walked once you are on school property. Bikers can cross using the crosswalk at either 19th and Cleveland Gibbs (only in the morning), 17th and Cleveland Gibbs, or School Driveway and 17th. School personnel will be staffed at all three crosswalks for pedestrian-safe crossing (Please see map for more detailed directions)

Afternoon Dismissal Procedures

Car Riders:

All car riders will be picked up in the front driveway of the school. Vehicles should stay in a single line, against the right side curb, upon entry into the lot until they turn south at the front of the school. At that time, we will double-stack the cars. Cars should not pass stopped cars. Please be sure to pull all the way up to the cone. Teachers will supervise students' departure. Please have the JRE car tag hanging on the rearview mirror that details the child's number. Visibility of the sign will assist us in providing a quick, safe, and smooth dismissal process. Once your student(s) are in the car please take down the JRE car tag to help school personnel know your car is loaded. Please be sure to pull all the way up to the cone. Once all cars are full we will dismiss the cars in a single file line off of school property.

Bus Riders/Daycare Bus/PTA VIP Carline:

Bus Riders, Daycare, Bus, and PTA VIP Carline will be picked up at the back of the school. Please ensure the appropriate tag is hanging from your rearview mirror and visible to gain entry into the back of the building. They will exit through the back doors. School personnel will be at the door to help assist.

Walkers/Bike Riders:

Walker and bike riders will be dismissed out of the front of the school. School personnel will accompany all bike riders to get their bikes. School personnel will then accompany all students to the grass field where parents can pick up their students. All walkers and bike riders will cross Cleveland Gibbs and 17th or School Driveway and 17th crosswalks. Bikers will not cross 19th Street and Cleveland Gibbs. Bike riders will need to walk their bikes until they are off of school property.

Change in Transportation

Please fill out [this form](#) to notify us of a ride change for your student. This form must be completed prior to 2:00 pm. This will ensure that all ride changes are updated and all teachers are alerted.

Thank you for your help in following these procedures so we can provide a safe environment for all children.

Jane Ruestmann Elementary

Arrival: 7:00-7:30 am

Dismissal: 2:55 pm

